

31 October 1975

MEMORANDUM FOR: Deputy Director for Administration
SUBJECT : Office of Personnel Report -- Week Ending
31 October 1975

1. Briefing the Inspection Team: On Wednesday, 29 October, the Director of Personnel briefed [redacted] and the other members of the Inspection Team [redacted] who will be conducting the IG Survey of the Office of Personnel. On Thursday, 30 October, briefings by the three operational Deputy Directors of Personnel were conducted. The purpose of these tutorial briefings was to give the Inspection Team a quick insight into the operations of the Office of Personnel.

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2. Bicentennial Committee Meeting: [redacted] [redacted] Chief, Staff Personnel Division, reports that another meeting of the Bicentennial Committee was held on 29 October. This group is concerned with examining the problems that may arise during the Bicentennial, especially as they relate to Agency applicants and employees in travel status, etc. This is the Committee's second meeting, and new areas of concern were raised. It appears that the Fourth of July weekend in 1976 will result in an unusually large number of visitors to the Washington Metropolitan Area. Not only is it summer, with many people on vacation in the area, but the largest fireworks display in Washington history is scheduled, plus the opening of other activities. One motel in Rosslyn is raising its rates from \$29 per day for a single room to \$45 per day for the Bicentennial, and we expect that other hotels and motels will follow suit. The per diem we are authorized to pay is based on a statute, and it appears that it will be far from adequate to meet the travelers' expenses. Based on a quick survey, we anticipate that there will be 300 Agency applicants/employees affected per month during the summer months of 1976. This includes those in transit, EOD's, etc.

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3. Reaction to the "New York Times" Article: The 26 October New York Times article on our Minority Conference resulted in two calls. One was from the Harvard Crimson to our [redacted] recruiter, asking for

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additional details, which he did not provide based on his lack of specific information regarding the conference. The second call was from the Advertising Manager of EBONY Magazine saying, "I assume from the article that Mr. Colby is saying full steam ahead on minority recruitment." From that he concluded we would want to significantly increase our advertising in EBONY from our present quarter-page to perhaps a full-page color. This would increase our cost of advertising in EBONY from \$2,000 to approximately \$9,600. Mr. [redacted] Chief, Recruitment Division, told him that advertising was only one facet of our increased effort in the field of minority recruitment and there was no immediate plan to increase the size of our ad or go from black-and-white to color. (Previously reported at 8:30 Meeting.)

4. Retirement Seminar: Planning for the Retirement Information Seminar on 11, 13, 18 and 20 November is proceeding. Although our Retirement Affairs Division has received telephone calls about the forthcoming seminar, the level of interest expressed so far seems to be lower than in previous years.

5. Blood Donations: In our continuing effort to attract more blood donors, the various stages of a typical Agency Blood Donor Day have been pictorially displayed on the Official Bulletin Board in Headquarters. The display also includes a recent letter from the Fairfax County Chapter of the American Red Cross, commending the Agency for its outstanding participation in the Blood Donor Program.

6. Rehired Annuitants: The following rehired annuitant case was approved for the Directorate of Administration: 8/8

1 - [redacted] -- Office of Joint Computer Support -- Independent Contractor.

2 - [redacted] Also, the following rehired annuitant case was terminated by death:

3 - [redacted] -- DDA History Staff -- Independent Contractor.

/s/ F.W.M. Janney

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